Incident Qualification and Certification System
Add New Employee
(Note: this to be used only for adding an employee into IQCS that is not in the system)

Name History					
First Name		M.I.		Last Name	

Address History			
Address Type (Home, Business)		Address	
Office Phone Number		Cell Phone Number	
Email Type (Business, Home, Other)		Email Address	

Birth Date	
* Date of Birth	

Work Location			
District Location		Unit ID	

Job Information			
OPM Job Code (this can be found on the SF 50)		Entry Date	
Regular/Temporary		Full/Part Time	
Employment Kind (Career, Career Seasonal, Casual Hire, Temporary, Volunteer)			

Salary Plan			
Salary Plan (GS, WG,WL, WS, AD, ES, EM)		Grade	

* Date of Birth and National ID (Social Security Number) are hidden after the data has been entered into IQCS. IQCS has been approved following privacy act standards to collect this information.